

DELTA – Security Officer

Quick Reference Card

About DELTA

DELTA (**D**atabase-**E**nabled **L**ogon **T**o **A**pplications) is the Department of Behavioral Health and Developmental Services' (DBHDS) single sign-on solution and security portal. It provides our business partners access to certain web applications.

Security Training Because our web applications contain protected health information (PHI), people who access these applications must complete annual HIPAA and other security-related training.

Versions There are two versions of DELTA. Separate accounts are used between the versions. DELTAQA: portal for test applications. DELTAProd: portal for live, production applications.

Security Officer

The security officer role in DELTA should be assigned to an individual who typically creates accounts and approves or denies system access. They should also be able to validate whether users for their location have completed annual HIPAA and other security-related training including signed acknowledgement forms for each user.

Each location (CSB, state facility, local system, licensed provider, etc.) must have at least one primary security officer and should have at least one backup security officer. A location may choose to assign more security officers if their organizational structure and size require it.

Administrative Account Reset

When a user has forgotten both their password and their security answer, use the **Admin Account Reset** functionality to reset their account. This page can also be used to look up a person's username.

Search for a user Enter at least one search criteria to find a user. Each field in the search

finds potential matches based on the value entered as any part of the value and values that sound like the value entered. Click **Reset** to clear the criteria and results. Click **Select** in the **Results** to view the user's information.

Search for a user

Enter at least one search criteria.

Username:

First Name:

Middle Name:

Last Name:

Email Address:

Results

	Username	First Name	Last Name	Phone	City
Select	MM435156	Mickey	Mouse		
Select	MM4c176a	Minnie	Mouse		

Administrative Account Reset

User to reset: MM435156

Name: Mickey Mouse

Email: dbhds.delta+90@gmail.com

Position:

Address:

Phone Number:

Fax Number:

Last Activity: 4/25/2011 3:37:33 PM

When **Reset Password** is clicked, you will need to confirm that you want to reset this user's password. DELTA will email a temporary password to the user and remove their security question and answer. The next time the user logs in, they must use the temporary password and will not be allowed to enter DELTA until they have changed their password and selected a new security question and answer.

When **Cancel** is clicked, the My Applications page will be displayed with no changes made to the user's account.

Use the **Return to Search** button if you realize this is the wrong user account and you want to return to your previous search.

Pending Account Requests

When a Supervisor submits a new account request, you receive an email notification. A user's account isn't updated until you, as the Security Officer, approve the request.

Search

► Location:

Locations are limited to those that have pending account requests.

Pending Account Requests

	Username	First	Last	Position	Email	Date
Process	RR7cb24b	Roger	Rabbit		dbhds.delta+31@gmail.com	2/16/2011
Process	BR7e2299	Bambam	Rubble		ahzferriss+User@gmail.com	2/22/2011
Process	BR7e2299	Bambam	Rubble		ahzferriss+User@gmail.com	2/22/2011
Process	BR5fa461	Barney	Rubble		ahzferriss+SecOfficer@gmail...	2/22/2011
Process	ddcd90c6	duckie	duck		dbhds.delta+32@gmail.com	3/31/2011
Process	ddcd90c6	duckie	duck		dbhds.delta+32@gmail.com	3/31/2011

Click **Pending Account Requests** in the menu to view a listing of submitted account requests. Click the **Process** link next to a username to process that account request; the details of the request are displayed.

Request Summary

New Account

Name: Roger Rabbit
Email: dbhds.delta+31@gmail.com

New Location

Location: Central Office
Date Range: 2/16/2011 to No end date.

Roles

Action	Application	Related Application	Role
Grant	DELTA		Security Officer
Grant	DELTA		Supervisor
Grant	DELTA		User

Requested By

Name: Global Admin
Email: dbhds.delta+01@gmail.com
Phone Number:

[Approve](#)

[Deny](#)

[Cancel](#)

An account request is approved or denied as a whole. Review the **Request Summary** carefully before approving to ensure the appropriate permissions have been requested for grant, change, or revoke. Click **Approve** for the request to create or update the user's account. If any part of the account request should not be approved, click the **Deny** button. You will be asked to select a Denial Reason. Click **Save** after selecting a denial reason to send a notification to the requesting supervisor and deny the entire account request.











Deny Request

► Denial Reason:

[Save](#)

[Cancel](#)

Account Request Process

Account Request Process Tasks	User Roles that Manage All Locations	User Roles that Manage a Single Location
 <p>Request new accounts, changes to existing accounts, termination of accounts, and application access changes.</p>	 <p><u>Global Admin</u> (NOTE: only role that can request additional Global Admins or initial Supervisors for a location.)</p>	 <p><u>Supervisor</u></p>
 <p>Approve/Deny new accounts, changes to existing accounts, and termination of accounts.</p>	 <p><u>Global Admin</u> (NOTE: only role that can approve additional Global Admins or initial Security Officers for a location.)</p>	 <p><u>Security Officer</u></p>
 <p>Approve/Deny application access changes (grant, change, revoke).</p>	<div>  <p><u>Global Admin</u> (NOTE: only role that can approve Data Owners.)</p> </div> <div>  <p><u>Data Owner</u> (NOTE: only role that can approve initial Local Admin for a location.)</p> </div>	 <p><u>Local Admin</u></p>